

## ADDENDUM A

### EXAMPLES

In the following examples, it is understood that the employee is working during his/her regular hours.

#### 1) *Travel, All in a Day's Work*

##### a) On duty day

Employee traveled on Friday and had already worked 30 hours in the workweek.

Normal working hours: 8:00 am to 4:30 pm, Monday through Friday.

<b>Time Beg</b>		<b>End</b>	<b>Activity</b>	<b>Compensation in Hours</b>	<b>Explanation</b>
5:30am	to	6:00am	Home to airport	0.0	
6:00am	to	8:00am	Travel time	2.0	
8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
4:30pm	to	6:00pm	Work to airport & waiting	0.0	
6:00pm	to	9:00pm	Travel time	3.0	
9:00pm	to	9:30pm	Airport to home	0.0	
				<hr/>	
				12.5	
				<hr/>	
Hours worked				12.5	
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AUTHORITY: 29C.F.R.785.38					

##### b) Regular day off

Employee traveled on Saturday: 37.5 hours worked in the workweek.

Normal working hours: 8:00 am to 4:30 pm, Monday through Friday.

<b>Time Beg</b>		<b>End</b>	<b>Activity</b>	<b>Compensation in Hours</b>	<b>Explanation</b>
5:30am	To	6:00am	Home to airport	0.0	
6:00am	to	8:00am	Travel time	1.5	2.0 – .5 (meal break)
8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
4:30pm	to	6:00pm	Work to airport & waiting	0.0	
6:00pm	to	9:30pm	Travel time + .5 flight delay	3.5	
9:30pm	to	9:50pm	Airport to home	0.0	
				<hr/>	
				12.5	
				<hr/>	
Hours worked				12.5	
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AUTHORITY: 29C.F.R.785.38					

## ADDENDUM A

c) On duty day

Normal working hours: 8:00 am to 4:30 pm, Monday through Friday.

Employee normally commutes between Delta Junction and Fairbanks, driving her personal vehicle.

Time Beg		End	Activity	Compensation in Hours	Explanation
5:00am	to	8:00am	Drive to Fairbanks	0.0	
8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
4:30 pm	to	7:30pm	Driving to Delta Junction	0.0	
				<u>7.5</u>	
			Hours worked	7.5	

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d) On duty day

Normal working hours: 8:00 am to 4:30 pm, Monday through Friday.

Employee travels for training each day for two weeks and is required for business purposes to drive a State vehicle and transport a passenger who is also a State employee.

Time Beg		End	Activity	Compensation in Hours	Explanation
6:30am	To	8:00am	Driving to training site	1.5	
8:00am	To	4:30pm	Work time	8.0	8.5 - .5 (lunch break)
4:30 pm	To	6:00pm	Driving to home	1.5	
				<u>11</u>	
			Hours worked	11	

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Employee passenger in same scenario:

Time Beg		End	Activity	Compensation in Hours	Explanation
6:30am	To	8:00am	Traveling to training site	0.0	
8:00am	To	4:30pm	Work time	8.0	8.5 - .5 (lunch break)
4:30 pm	To	6:00pm	Traveling to home	0.0	
				<u>8.0</u>	
			Hours worked	8.0	

AUTHORITY: 29C.F.R.785.38

## ADDENDUM A

### 2) *Overnight Travel*

a) During the workweek

Employee traveled on Tuesday and already worked 15.0 hours in the workweek.

Normal working hours: 8:00 am to 4:30 pm, Monday through Friday.

	<b>Time Beg</b>		<b>End</b>	<b>Activity</b>	<b>Compensation in Hours</b>	<b>Explanation</b>
Tue	6:00pm	to	6:30pm	Home to airport	0.0	
	7:00pm	to	10:00pm	Travel time	0.0	
	10:00pm	to	10:30pm	Airport to hotel	0.0	
Wed	8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
	4:30pm	to	6:00pm	Work to airport & waiting	0.0	
	6:00pm	to	9:00pm	Travel time	0.0	
	9:00pm	to	9:30pm	Airport to home	0.0	
					7.5	
Hours worked					7.5	

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b) Regular day off

Employee traveled on Saturday: 37.5 hours worked in the workweek.

Normal working hours: 8:00 am to 4:30 pm, Monday through Friday.

	<b>Time Beg</b>		<b>End</b>	<b>Activity</b>	<b>Compensation in Hours</b>	<b>Explanation</b>
Sat	1:00pm	to	1:30pm	Home to airport	0.0	
	1:30pm	to	6:00pm	Travel time	3.0	1:30 – 4:30 only
	6:00pm	to	6:30pm	Airport to hotel	0.0	
Sun	8:30am	to	4:30pm	Work time	7.5	8.0 - .5 (lunch hour)
	4:30pm	to	8:30pm	Travel time	0.0	
	8:30pm	to	9:00pm	Airport to home	0.0	
					10.5	
Hours worked					10.5	

AUTHORITY: 29C.F.R.785.39

c) During the workweek

Employee departs on Monday and returns on Friday.

Normal working hours: 8:00 am to 4:30 pm, Monday through Friday.

## ADDENDUM A

	<b>Time Beg</b>		<b>End</b>	<b>Activity</b>	<b>Compensation in Hours</b>	<b>Explanation</b>
Mon	6:30am	to	7:00am	Arrives at airport	0.0	
	7:00am	to	8:00am	Travel time	0.0	
	8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
Tue	8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
Wed	8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
Thu	8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
Fri	8:00am	to	4:30pm	Work time	7.5	8.5 – 1.0 (lunch break)
	6:00pm	to	7:00pm	Travel time	0.0	
	7:30pm	to	8:30pm	Travel time	0.0	
	9:00pm	to	9:30pm	Airport to home	0.0	
					37.5	
Hours worked					37.5	
AUTHORITY: 29C.F.R.785.39						

### 3) *LTC Double Time*

Employee traveled on Saturday and Sunday: 37.5 hours worked in the workweek.  
Normal working hours: 8:00 am to 4:30 pm, Monday through Friday.

	<b>Time Beg</b>		<b>End</b>	<b>Activity</b>	<b>Compensation in Hours</b>	<b>Explanation</b>
Sat	8:15am	to	8:45am	Home to airport	0.0	
	8:45am	to	11:45pm	Travel time	3.0	
	11:45am	to	12:30pm	Airport to hotel	0.0	
Sun	8:00am	to	12:00pm	Work time	4.0	Double time*
	12:00pm	to	3:00pm	Travel time	3.0	Double time*
	3:00pm	to	3:30pm	Airport to home	0.0	
					10.0	
Hours worked					10.0	
AUTHORITY: Collective Bargaining Agreement and 29C.F.R.785.39						

\* Double time is addressed in the collective bargaining agreement between the State of Alaska and the Labor, Trades, and Crafts Unit.

### 4) *Travel on a Holiday*

Employee traveled on Monday, which is a holiday.  
Normal working hours: 8:00 a.m. to 4:30 p.m., Monday through Friday.

<b>Time</b>	<b>Compensation</b>
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## ADDENDUM A

Beg	End	Activity	in Hours	Explanation
4:15pm	to 6:10pm	Travel time	.25	4:15 – 4:30 only,
			<hr/> 0.25	holiday premium rate
		Hours worked	0.25	holiday premium rate
<hr/> AUTHORITY: 29C.F.R.785.39				